COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFI 21-200, *Missile Maintenance Management Volume 1, Conventional Munitions Maintenance Management*, AFI 21-202, *Missile and Space Systems Maintenance Management*, AFI 21-204, *Nuclear Weapons Maintenance Procedures,* AFI 31-101, *Integrated Defense,* 32 CFR 989, *Environmental Impact Analysis Process (EIAP)* and Air Force Manual (AFMAN) 91-201, *Explosives Safety Standards.* This instruction establishes the local processes and procedures for the Hill Air Force Base (AFB) Explosive Clear Zone (ECZ) Program Management. The purpose of this publication is to ensure multi-organizational mission requirements of all Hill AFB ECZ users are effectively met and the unique and critical ECZ resources are used in the most efficient means possible. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

Minor administrative changes to improve readability, updated Glossary of References and Supporting Information sections and performed unit realignment updates throughout the publication to ensure organizational accuracy.

1. Hill AFB ECZ: The ECZ consists of the Hill AFB Munitions Storage Area (MSA) (comprised of Missile and Munitions Storage (MAMS) I and II areas and the surrounding real estate residing within the cloud) and other sited explosives storage and operational areas on Hill AFB as well as Utah Test and Training Range (UTTR), and Little Mountain. The ECZ serves numerous Air Force needs such as munitions and missile storage, bomb build-up, missile maintenance, propellant/munitions testing, demolition and contingency operations. The ECZ on Hill AFB is truly unique and one of a kind within the Air Force in terms of its varied missions and support to numerous independent missions. The purpose of this instruction and the ECZ Master Plan is to ensure regulatory compliance and a level of standardization necessary to successfully meet and exceed the mission requirements of each supported organization.

2. ECZ Program Management:

2.1. **Purpose:** To effectively meet the multi-organizational mission requirements of all ECZ users, it is essential the unique and critical ECZ resources be used in the most efficient means possible. The future of the ECZ and Hill AFB are closely intertwined. Their progression through the 21st century must be planned and strategically mapped with innovation and excellence. Every opportunity to integrate operations and enhance capabilities while meeting Air Force munitions infrastructure strategic goals are assessed and capitalized upon. As a critical resource shared by multiple organizations with independent missions, Hill AFB's ECZ poses unique challenges in inter-organizational cooperation and joint resource utilization. The principal concepts that will help assure the successful accomplishment of the multi-organizational missions of the ECZ are the preservation, modernization, and efficient utilization of explosives storage, staging, maintenance facilities and real-estate encompassed by the explosives clear zone (cloud). Management involvement, support, and accountability at all levels of responsibility are critical to the successful execution of ECZ Program, Master Plan and associated initiatives. The ECZ is also the platform for future development of facilities and infrastructure within the cloud. Additionally, the ECZ ensures explosives safety quantity-distance requirements are maintained between all mission sets, mission changes and new construction.

2.2. **Philosophy:** The 75 ABW's strategic philosophy is to maintain the ECZ cloud as it is currently; once it is lost, it can never be regained. Any proposal for reductions or alterations of the ECZ cloud for any reason must align with the Wing's strategic planning objectives and be approved by the ECZ committee and appropriately staffed to the 75th Air Base Wing Commander (75 ABW/CC) for approval. No approved ECZ Cloud reductions will be made until the approved area is ready for development.

2.3. **ECZ Program Manager:** In support of this philosophy the ECZ Program Manager (PM) should not be tied directly to any organization, organizational workload or mission performed within the ECZ. This segregation of interests enables an overall objective vision of Team Hill's priorities and long term strategic interests as they relate to all ECZ missions.

2.3.1. **Roles and Responsibilities:** The ECZ PM is the ECZ management focal point for the installation. The role of ECZ PM is to chair monthly ECZ Committee meetings for developing, implementing, and sustaining ECZ management plan initiatives. As the long range strategic planner and ECZ Master Plan developer, the ECZ PM will serve as the coordination focal point for up-channeling ECZ issues requiring resolution or reporting. The ECZ PM's role includes keeping the Wing's senior level management informed of

ECZ critical issues, seeking conflict resolution, and attaining support for key ECZ initiatives. The ECZ PM is designated as the single point of contact to represent the community ownership of the MSA. The owner/user responsibilities outlined in AFI 31-101 will be carried out by/through the ECZ Committee with oversight by ECZ Chairperson. This provides the single designated user requirement identified in AFI 31-101 and ensures all users are involved in development of policy and procedures as well as equal sharing of associated user responsibilities.

3. The ECZ Committee: The ECZ Committee is comprised of representatives from organizations with missions supported from within the ECZ. Owners'/Users'offices with direct impact/influence on those missions will be Key Members and offices that provide support to ECZ missions, plans and programs will be Ad Hoc Members. These individuals should be appointed by their commander and represent their organization and commander in all decisions made during monthly ECZ Committee meetings. ECZ Committee members are the approval authority of actions presented to the ECZ Committee by consensus.

3.1. **ECZ Committee Chairperson:** The ECZ PM (75 ABW/XP) will serve as the ECZ Committee Chairperson, and the 75th Air Base Wing Weapons Safety Office (75 ABW/SEW) will serve as the Co-Chair.

3.1.1. **Responsibilities:**

3.1.1.1. Chair monthly meetings with all ECZ users to discuss issues and maintains historical slides of past ECZ meetings. (Co-Chair responsibilities limited to chairing monthly meetings in the absence the Chairperson.)

3.1.1.1.1. Establish and lead Integrated Process Improvement Teams (IPT) for resolution of ECZ related issues as required.

3.1.1.2. Publish ECZ policy as developed by the ECZ Committee.

3.1.1.3. Primary point of contact for issues related to the ECZ.

3.1.1.4. Coordinate development and maintenance of Master Plan for the ECZ and oversee its implementation.

3.1.1.5. Market the ECZ capabilities and capacities to potential users.

3.1.1.6. Ensure long range strategic planning of ECZ facility utilization complies with all safety and security regulations.

3.1.1.7. Liaison to OO-ALC, 75th Civil Engineering Group (75 SC), 75th Air Base Wing Communications and Information Directorate (75 ABW/SC), 75th Security Forces Squadron (75 SFS), ECZ users, Facility Managers and other geographically separated units.

3.1.1.8. Coordinate on all AF Form 332, *Base Civil Engineer Work Request*s, for project(s) within the ECZ or potential encroachments to the ECZ. Appropriate coordination shall be determined by 75th Civil Engineering Squadron (75 CES) personnel when processing the AF Form 332.

3.2. **ECZ Committee Members**

3.2.1. **Responsibilities:**

3.2.1.1. Members are responsible to ensure their commanders are briefed on all ECZ activities which could impact their organization's operations; example: new facility requirements, changes to an organization's mission, changes to ECZ operations (e.g. MSA access control).

3.2.1.2. Attend monthly meetings with all ECZ users to discuss and resolve issues by consensus.

3.2.1.2.1. Bring forth issues impacting ECZ users for awareness and de-conflict where necessary.

3.2.1.3. Participate in IPTs for resolution of ECZ related issues as required.

3.2.1.4. Review issues involving the ECZ and provide concurrence/non-concurrence with ECZ Committee recommendations.

3.2.1.5. Facilitate infrastructure and area improvements.

3.2.1.6. Work together to optimize the capabilities and capacities of the ECZ.

3.2.1.7. Develop ECZ policy.

3.2.1.8. Develop, review and maintain content of the ECZ Master Plan for their organization and gain their commander's approval prior to final review.

3.2.1.9. Coordinate the use of multi-user facilities.

3.2.1.10. Ensure long range strategic planning of ECZ utilization complies with all safety and security regulations.

3.2.1.11. Work with OO-ALC, 75 CEG, 75 ABW/SC, 75 SFS, ECZ users, Facility Managers and other support organizations to ensure the effective and efficient utilization of ECZ resources.

3.2.2. **ECZ Owners/Users:** The tables below identify the organizations (Owners/Users) that have missions within the ECZ. Offices with direct impact/influence on those missions are Key Members and offices that provide support to ECZ missions, plans and programs are Ad Hoc Members.

Table 1. Owner/User Members.

Owner/User	Organization
649 MUNS	75 MSG
309 MMXG	OO-ALC
309 MXSG	OO-ALC
309 CMXG	OO-ALC
419 MXS	419 FW (AFRC)
388 MXS	388 FW (ACC)
AFTC/SMO	AFTC
775 CES/CED	75 ABW
75 CEG/CEU	75 ABW
86 FWS Det 1	53 WEG (ACC)
HQ UTTR	388 FW (ACC)
75 OSS	75 ABW

Table 2. Key Members.

Key Members	Organization
75 ABW/XP (ECZ PM)	75 ABW
OO-ALC/SEW	OO-ALC
75 ABW/SEW	75 ABW
388 FW/SEW	388 FW (ACC)
419 FW/SEW	419 FW (AFRC)
AFLCMC/EB	AFLCMC
AFNWC/NIEV	AFNWC
75 CEG/CEP	75 ABW
75 CEG/CEIE	75 ABW
75 OSS	75 ABW

Table 3. Ad Hoc Members.

Ad Hoc Members	Organization
75 CES/CEOS	75 ABW
775 CES/CEF	75 ABW
775 CES/CEX	75 ABW
75 ABW/XP (CMCC)	75 ABW
OO-ALC/PK	75 ABW
75 SFS	75 ABW
75 ABW/SC	75 ABW
75 ABW/JA	75 ABW

3.3. **ECZ Committee Execution Management:** From a planning and execution perspective, the goal of the ECZ committee is to provide a forum for the mutual benefit of each ECZ organization. ECZ committee project oversight/management is focused on those significant projects that are categorized as milestone projects or events. Continual information exchange on project development should help in problem resolution with a collective effort to sustain and upgrade facility infrastructure capability within the ECZ to meet current and future mission requirements; therefore responsible organizations shall:

3.3.1. Ensure projects meet ECZ development goals and objectives.

3.3.2. Develop/integrate development milestones and initiatives that encompass all ECZ projects.

3.3.3. Provide a shared resource forum and mutual assistance in resource support.

3.3.4. As a committee, manage the execution timelines of development projects through priority development and cooperative resource sharing.

3.3.5. Provide Executive Council (e.g. OO-ALC/CC or 75 ABW/CC) briefings as necessary.

3.3.6. Advise effected commanders of projected developments programmed within the ECZ and how projected changes impact their mission.

4. ECZ Master Plan: The overall purpose of the initiatives and efforts specified within the ECZ Master Plan are to provide a comprehensive Management Plan for the effective and efficient utilization of ECZ resources in terms of land, facilities and infrastructure in support of the current and future mission requirements. The intent of the plan is to capture the basic requirements data, current and future, for all Hill AFB organizations to include Little Mountain, and UTTR, to develop a road map for transformation to meet future requirements. This facilities plan is a comprehensive and unified management plan serving as a bridge through the 21st century for the effective and efficient utilization of the ECZ to support OO-ALC, Air Force, tenant unit, and joint missions. The ECZ Master Plan shall be reviewed annually by all ECZ Committee members and updated at least every 5 years.

5. ECZ Facility Planning: Critical process definitions for facility planning within the ECZ are outlined in detail in Section 5 of the ECZ Master Plan. All new facility requirements are initially presented to the ECZ PM and 75 ABW/SEW for potential location options and identification of associated impacts. Once the best options have been identified they are presented to the ECZ Committee for review and approval. The ECZ Committee approved requirement and siting is then passed to the Facility Planning Committee (FPC) and Facility Board (FB) for final approval. All FB approved ECZ sitings still require Department of Defense Explosive Safety Board (DDESB) approval before construction can begin.

RONALD E. JOLLY, SR., Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-200, *Munitions and Missile Maintenance Management,* 2 January 2014

AFI 21-201, *Conventional Munitions Maintenance Management,* 3 June 2015

AFI 21-202, *Missile Maintenance Management Volume 1,* 17 September 2014

AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 17 December 2015

AFI 31-101, *Integrated Defense (FOUO),* 8 October 2009

AFMAN 91-201, *Explosives Safety Standards,* 12 January 2011

32 CFR 989, *Environmental Impact Analysis Process (EIAP),* 1 July 2015

AFI 31-101_HillAFBSup, *Installation Security (FOUO),* 30 August 2008

Hill AFB Explosive Clear Zone Master Plan, 1 June 2004

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

Abbreviations and Acronyms

649 MUNS— Munitions Squadron

75 ABW/CC— Air Base Wing, Commander

75 ABW/SC— Air Base Wing, Communication and Information Directorate

75 ABW/SEW— Air Base Wing, Weapons Safety Office

75 CEG— Civil Engineering Group

75 CES— Civil Engineering Squadron

75 SFS— Security Forces Squadron

75 ABW/XP— Air Base Wing, Plans and Programs Office

AFB— Air Force Base

AFMAN— Air Force Manual

AFRIMS— Air Force Records Information Management System

DDESB— Department of Defense Explosive Safety Board

ECZ— Explosive Clear Zone

EOD— Explosives Ordinance Disposal

FB— Facility Board

FPC— Facility Planning Committee

IAW— In Accordance With

IPT— Integrated Process Improvement Team

MAMS— Missile and Munitions Storage

MSA— Munitions Storage Area

OO—**ALC -** Ogden Air Logistics Complex

OPR—Office of Primary Responsibility

PM— Program Manager

RDS— Records Disposition Schedule

UTTR— Utah Test and Training Range

Terms

ECZ Cloud— The area sited for explosive operations as approved by the DDESB. Due to the arcs for individual and overlapping sitings it resembles a cloud when depicted on a map.